

13 MAY 1983

DDA REGISTRY
FILE: 30-4

MEMORANDUM FOR: Director of Finance

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Payroll Requirements

REFERENCE: D/OF Memorandum dated 26 April 1983;
Same Subject

1. We recognize the additional burden placed on your Office in completing the tasks outlined in referenced memorandum. Unfortunately, we are not in a position to authorize the full overage requested but will allow you to exceed your FY-83 ceiling by a total of four. This should allow you to begin work on the projects and hopefully clear up as much as possible by the end of the year.

2. The entrance on duty (EOD) quota for June 1983 has already been established with the Office of Finance authorized to enter on duty four employees. We ask that you program one of the four for reference tasking. We will then supplement your June quota by one, bringing the total number of EOD's to five. The quota for July has not been set but it is our intent to authorize at least two for use against reference projects. The quota for the three remaining months of the fiscal year is unknown but it will be allocated on the basis of priority requirements within the Directorate.

3. As we perceive your requirements authorized in reference regarding "machines", we suggest that you acquire four additional WANG terminals to interface with your existing Alliance systems. The cost for this equipment totals \$36,000. We have \$11,000, readily available, in the O/DDA which we will provide to you for this purchase. If you cannot cover the remaining \$25,000 through reprogramming actions, please advise and we will obtain the balance from elsewhere in the Directorate. In order to handle some of the relatively minor data processing tasks within your Office mentioned in reference, it is suggested that one of the four employees be used to accommodate a junior to mid-level programmer.

Harry E. Fitzwater

Harry E. Fitzwater

Distribution:

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DDA/Pers. Off.;EXO

(11 May 1983)

STAT

DD/A Registry

83-1118

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Payroll Requirements

FROM:		EXTENSION		NO.
Edward L. Sherman Director of Finance 1212 Key Building				
TO: (Officer designation, room number, and building)		DATE		DATE
		RECEIVED	FORWARDED	
1. <i>E/</i> DDA 7D24 HQS.	27 APR 1983	28 APR 1983	<i>JS</i>	<p>STAT</p> <p>25 April 1983</p> <p>Comments (Number each comment to show from whom to whom. Draw a line across column after each comment.)</p> <p><i>Harry - We can bring 7 more people in for OF but at the detriment to OG, OS, OL - ODP. I much prefer to set it at 3 or 4</i></p> <p><i>Iron,</i></p> <p><i>Suggest 4.</i></p> <p>STAT</p> <p>83-1118</p> <p>STAT</p> <p>29 APR 1983</p>
2. ADDA	29 APR 1983		<i>Q</i>	
3. OOA	29 APR 1983		<i>Q</i>	
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